

Purchase Order

An order for goods or services that the supplier accepts by signing. Template v1.0.

Buyer: _____

Supplier: _____

PO number: _____

PO date: _____

1. Order

Items, quantities, unit prices and totals:

Total order value: _____

Prices are fixed and include packing. Taxes are shown separately on the invoice as the law requires.

2. Delivery

Deliver to: _____

Deliver by: _____

Shipping terms: _____

The Supplier will tell the Buyer promptly of any expected delay. Part deliveries need the Buyer's consent.

3. Invoices and payment

Payment terms: _____

Every invoice must quote the PO number above. The Buyer may return an invoice without it for correction. The Buyer may withhold only an amount it disputes in good faith, and pays the rest on time.

4. Inspection and rejection

The Buyer may inspect the goods within 14 days after delivery. It may reject goods that are defective, damaged or not as ordered by telling the Supplier in writing within that time. The Supplier then collects rejected goods at its own cost and replaces them or refunds their price, as the Buyer chooses. Payment alone does not mean the Buyer has accepted the goods.

5. Title and risk

Ownership of the goods and the risk of loss or damage pass to the Buyer on delivery to the address above, unless the shipping terms say otherwise.

6. Warranty

The Supplier warrants that for 12 months from delivery the goods will match the order and any agreed specification, be free from defects in materials and workmanship, and be fit for their usual purpose. Services will be performed with reasonable care and skill. These promises add to any rights the Buyer has under the law.

7. Changes and cancellation

A change to this order is valid only in writing signed by both parties. The Buyer may cancel all or part of the order by written notice before the goods are shipped, and then pays only for work done and costs the Supplier cannot avoid. The Buyer may cancel without cost if the Supplier misses the delivery date without good reason.

8. Compliance

The Supplier will comply with all laws that apply to the goods, their making and their delivery, including laws on product safety, labelling, export control and bribery. These terms apply to the order. Terms in the Supplier's quote or acknowledgement apply only if the Buyer agrees to them in writing.

9. Acceptance

The Supplier accepts this order and these terms by signing below.

Supplier order reference (the Supplier fills this in): _____

Buyer

Signature

Name

Date

Title

Supplier

Signature

Name

Date

Title